

ARCHITECTURAL BARRIER REMOVAL¹
Project Packet Cover Sheet

Participating Municipalities: _____

1. Name of Project: _____
(If proposing more than one Architectural Barrier Removal project, please complete a project packet for each proposed project. 7 pages per packet.)

2. Type of Project:

Ramps: _____

Elevator (include number of stops): _____

Bathroom Accessibility: _____

Other: _____

3. Project Description: Please provide a summary of the proposed project. The summary should include a detailed scope of the total project, including the non-CDBG funded components. For regional and joint applicants, list the amount of funds allocated per community for the project(s). [This description will be used to confirm overall project feasibility.](#)

4. National Objective: select a) or b)

a) Benefit to low and moderate income persons _____
• For this national objective, estimate the number of low and moderate income persons to benefit from Project (please provide number, not percentage) _____

b) Elimination of slums or blighting conditions: Area Spot y

5. Project Budget Information:

CDBG project cost: \$ _____

CDBG delivery cost: \$ _____

Total CDBG cost: \$ _____

Other Project funds (if applicable): \$ _____

Total Project Cost: \$ _____

Cite Sources of Other Project Funds: _____

6. Total assessed value of each building to be modified: _____
(If construction costs exceed 30% of the assessed value of the building, the entire building may be required to be made fully accessible.)

¹ These funds are to be used to make local programs and services accessible to persons identified by HUD as meeting the criteria of "severely disabled adults." Applicants must insure that the use of CDBG funds are limited to barrier removal. Proposed projects that contain ineligible costs will be reduced in scope or deemed infeasible.

- 7. Number of square feet to be rehabilitated:** _____
- 8. Location/address of Project:** _____
- 9. Who will manage/implement the Project?** _____

Project Budget: ARCHITECTURAL BARRIER REMOVAL					
By funding source, please fill in the appropriate line items below. Then total each column and row.	CDBG	Other \$	Other \$	Other \$	TOTAL
	Elevator/Lift				
Bathrooms					
Entry/Doorway Modifications					
Signage					
Internal Ramps					
External Ramps					
Sidewalk Ramps					
Other (specify)					
Other (specify)					
Contingency					
TOTALS BY USES:					

In addition to filling out the above form, please include a detailed cost estimate by a registered engineer, architect or other qualified person.
This budget should include a line item description, units of measure, quantities, unit prices and totals

THRESHOLD QUESTIONS:

- 1. Identify the National Objective that will be met by the program.** Describe in detail how your project will meet a national objective and how it will be documented. (See page 70 for National Objective guidance and page 81 for the National Objective question.)
- 2. The project must be eligible for CDBG assistance.** Identify the type of project and cite the applicable provision of Section 105(a) of Title I, Housing and Community Development Act of 1974, as amended. (See both Appendix A and pages 52-54 for eligibility guidance.
- 3. Demonstrate project consistency with the following:** Please provide a Community Development Strategy that includes the proposed project. (See "Guidance on Scored Questions" section and page 81 for the question.)

BARRIER REMOVAL THRESHOLD: Applicants must include one copy of the municipality's Americans with Disabilities Act (ADA) self-evaluation and transition plan.

Project Need - 20 points

4. What is the need for the proposed project/program?

(These funds are to be used to make local programs and services accessible to persons identified by HUD as meeting the criteria of "severely disabled adults.") The need for the project will be evaluated upon the extent to which the response meets the following criteria:

- a) Severity of need: examples of information to demonstrate severity of need include, but are not limited to, characteristics and current assessment of the needs of the target population; and the description of existing barriers. Describe methods of determining need and demand for these programs and services, such as surveys, reports and studies. Applicable photographs must be included in appendix. (6 points)
- b) Need for CDBG funds and documentation of efforts to obtain others funds to accomplish this project: examples of information to demonstrate need for CDBG funds include, but are not limited to, a description of prior barrier removal efforts (these may include structural or non-structural changes made to comply with the ADA), efforts to obtain non-CDBG funding (i.e., local revenues, other public and private resources) to address the identified needs. Document successful and unsuccessful efforts to secure other funds. (8 points)
- c) Community Involvement and Support: community shall demonstrate and document the community and target population's involvement in the

development of this project/program including a description of prior barrier removal efforts (these may include structural or non-structural changes made to comply with the ADA) and how this community participation process resulted in support for the project/program. (6 points)

Project Feasibility - 20 Points

5. Why is the proposed project/program feasible?

The feasibility of the project will be evaluated upon the extent to which the response meets the following criteria:

- a) Identification and analysis of alternative approaches to providing access to these programs and services, including programmatic and structural changes to the programs and facilities, their associated costs, and the pros and cons of these approaches. Describe programmatic options considered and those implemented to provide access. Present rationale for choosing the proposed project/program as the most feasible and cost effective; explain how and why the proposed approach will best meet the identified needs. (4 points)
- b) Readiness of project: examples of information to demonstrate readiness include, but are not limited to, status of site control, status of design (less than design development plans will result in point reduction), identification and status of all permits and variances (e.g., environmental, health, safety, building, zoning). The availability of all other funds/resources needed to complete the project must be documented. (6 points)
- c) Reasonableness of project funding: examples of information to demonstrate reasonableness include, but are not limited to, current detailed cost estimates, comparable examples, and the process used to determine that the costs are reasonable; qualifications of the person who prepared the estimates; explanation of all sources and uses of funds; a viable contingency plan for project cost overruns for unanticipated situations beyond the contingency line items that does not include CDBG funds (excluding program income); and the provision of an operating and maintenance plan, including funding sources. (8 points)
- d) Completeness and reasonableness of timeline: examples of information to demonstrate the feasibility of the timeline include, but are not limited to, description of project milestones, including environmental review and permitting; time required to accomplish each milestone; how all components will be completed within the stated timeframe. (2 points)

Project Impact - 15 points

6. What will be the impact of the proposed Architectural Barrier Removal project/program?

The project impact will be evaluated upon the extent to which the response meets the following criteria:

- a) Resources leveraged: Provide documentation of resources leveraged directly for this project, which may include, but is not limited to, funding from other sources, bank credit and at favorable or discounted terms, equity, volunteer efforts, staff/in-kind contributions, and force account labor. Must include a written commitment for all leveraged resources. (6 points)
- b) Impact of the proposed project on the target area or target population: Examples of information to demonstrate impact include, but are not limited to, direct and indirect benefit to beneficiaries; quality of life considerations; economic viability; and the quantitative and qualitative measures the community will use to assess visible improvements. (4 points)
- c) The degree to which the project is consistent with the Sustainable Development Principles listed in Exhibit 5 of the One Year Action Plan. (5 points.)

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